



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 12, 2011**

1. The meeting was called to order at 5:09 p.m. by Board President Avonnet Peeler.
2. **ROLL CALL:** President Avonnet Peeler, Vice President Peter Horikoshi, Members Dean Batchelor, Linda McHugh, Marguerite Malloy, and Executive Secretary Karen Willis.

STAFF PRESENT: Senior Management Analysts Jill Kovacs and Chris Low.

3. **MINUTES:** The minutes of the regular meeting of July 6, 2011 were presented for Board approval. Member McHugh noted the misspelling of Member Batchelor's name under Item 4-D. Vice President Horikoshi moved that the minutes be accepted with the name change noted. Member McHugh seconded the motion which passed by a 5-0 vote.

The minutes of the special meeting of July 28, 2011 were presented for Board approval. Member McHugh moved that the minutes be accepted. Member Batchelor seconded the motion which passed by a 5-0 vote.

4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JULY, AUGUST, SEPTEMBER 2011.

4-A. ELIGIBLE LISTS ESTABLISHED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Associate Civil Engineer	08/30/2011	2011-21
Intermediate Clerk	09/06/2011	2011-28PR
Office Assistant	07/19/2011	2011-15
Permit Technician III	08/18/2011	2011-27PR
Public Works Mtce Team Leader	08/16/2011	2011-20PR
System Dispatcher	06/28/2011	2011-14
System Dispatcher	09/27/2011	2011-25

4-B. ELIGIBLE LISTS EXTENDED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Fire Apparatus Operator	03/11/2011	2010-43PR
Jailer	05/09/2011	2011-09
Journey Lineworker	06/01/2011	2010-37
Meter Reader Collector	03/31/2011	2011-08
Planner	05/04/2011	2011-12

4-B. **ELIGIBLE LISTS EXTENDED** (continued)

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Police Officer (Academy Attendee/Graduate)	04/20/2011	2011-04
Almeida, Vincent	Marshall, Stephen	
Barrier, Joshua	Masingale, Daniel	
Bell, Mikale	McArthur, Christopher	
Blaisell, Aaron	McMillen, Brian	
Brady, Cory	Mota, Stephen	
Brown, Daniel	Nakabayashi, Bryan	
Brunicardi, Michael	Neese, John	
Carlson, Justin	Neil, Jeremy	
Carter, Shawn	Ochoa, Robert	
Castro, Paul	O'Connor, Todd	
Cydzik, Matthew	Olaya, David	
Duggan, Barry	Ordaz, Juan	
Duong, Quyen	Pangelinan, Bryant	
Esser, Glenn	Ramirez, Joshua	
Garcia, Jose	Reyes, Raul	
Green, Andrew	Robbins, Andrew	
Hynes, Roseanne	Schmidt, Sean	
Jernigan, Thomas	Stevenson, Bryce	
Lawson, Leland	Velez, Jesse	
Letterman, Thomas	Whyte, Alexander	
Liu, Julie	Willson, Jeff	
Police Officer (Recruit)	07/30/2010	2010-18
Abbitt, Lamont	Leiva, Emanuel	
Aguado, Anthony	Locke, Jon	
Anderson, Joshua	Lorensen, Dustin	
Ashford, James	Manriquez, Roy	
Blide, Gregory	Maples, Cameron	
Castaneda, Lawrence	McGhehey, Garrett	
Christianson, Aaron	Meas, Sinoeun	
Chu, Ronnie	Miller, Stephen	
Davis, Anthony	Moreno, Robert	
Davis, Scott	Podany, Jason	
De La Rosa, Ernesto	Robason, Michael	
DeBolt, Albert	Sanderson, Ryan	
Elmore, Jonathan	Stasenka, Donald	
Houston, Nicholas	Tangataevaha, Michael	
Hundley, Timothy	Vongnakhone, Peter	
Kim, Gregory	Wasserman, David	
Klenovits, Nikolaus	Yunck, Shannon	
Kohn, Zachary		
Police Sergeant	05/10/2011	2011-11PR
Public Safety Dispatcher	04/04/2011	2011-02
Public Works Coordinator	12/16/2010	2010-41
Public Works Superintendent	04/21/2010	2010-09
Public Works Supervisor	03/18/2011	2011-10PR

4-B. ELIGIBLE LISTS EXTENDED (continued)

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Service Lineworker	04/21/2011	2011-13PR
Stock Clerk	04/05/2011	2011-07

4-C. ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Administrative Management Analyst (Police Records Supervisor)	11/18/2010	2010-35
Community Dev Program Manager	11/03/2010	2010-32
Deputy City Attorney I	04/24/2010	2010-02
Deputy Fire Chief	11/20/2009	209-35PR
Police Captain	06/29/2011	2011-19PR
Police Lieutenant	12/03/2009	209-29PR
Police Officer (Lateral)	04/27/2011	2011-03
Police Officer (Acad Grad/Attendee)	07/30/2010	2010-19
Property & Evidence Technician	03/03/2010	2010-04
Senior Account Clerk	04/20/2010	2010-11
Senior Management Analyst	04/07/2010	2010-08PR
System Dispatcher	06/28/2011	2011-14

4-D. LIST OF SPECIFICATIONS

Existing Classification Specification Revision:

Stock Clerk

New Classification Specifications:

Utility Energy Analyst

Utility Information & Billing Systems Supervisor

Member Batchelor asked to pull the Utility Energy Analyst specification for discussion. He expressed concern that this Senior Management Analyst position was being singled out at Alameda Municipal Power (AMP) and wanted to understand the implications of this action on the other Senior Management Analyst positions and on bumping rights. Executive Secretary Willis explained that the Senior Management Analyst classification was the top of the analyst series and that at this level many positions have become increasingly specialized and there is a need to have the job specifications match the work and skill set necessary for the job. She further explained that this was not just a title change but was a new classification that, if approved by the Civil Service Board, would need to go before City Council for a salary range which will remain at the same level of the Senior Management Analyst. Member Malloy stated that with the rewrite of the classification to more closely reflect the work being done, the department recruiting for the position would be able to require certain knowledge and skills that they may not otherwise be able to require under the more generic job description.

Member Batchelor asked if other Senior Management Analyst positions would also be rewritten and presented to the Civil Service Board in the near future and if so, then he may be fine with the action today. Executive Secretary Willis explained that there are a number of Senior Management Analyst positions that should be rewritten and that the plan is to complete these and bring them to the Civil Service Board. The priority right now is with AMP and based upon the limited resources in Human Resources, we need to focus on what is most urgent. Member Batchelor asked if this was just a title change. Executive Secretary Willis explained that this was not just a title change, as that would change the entire classification. This is a new classification which evolved over

time and now has unique knowledge, skills and abilities necessary. It no longer falls under the generic, Senior Management Analyst classification. The level of work is more specialized at the Senior Management Analyst level and someone bumping across this level would not necessarily be able to perform the work required by the position they are bumping into.

Member McHugh expressed her own concerns with the equity issue, as there had been previous situations where problems and confusion arose with regard to positions at the Golf Course and Public Works. She stated that if there is a need to create another progression to change the Senior Management Analyst positions over time, the Board would feel more comfortable if there were a list of priorities as to how these will be presented to the Civil Service Board. Discussion ensued regarding how many Senior Management Analyst positions would be presented in the future. Executive Secretary Willis stated that she would look at trying to put a list together after talking with the Assistant City Manager. After a bit more discussion, Member Batchelor indicated that he was okay with leaving the job description the way it is. Vice President Horikoshi stated that he understood the issue and the need for special skills. Member McHugh expressed concerns regarding the language on the experience where it says, “. . . any combination of education and experience likely to provide” as it seemed vague and subjective. Vice President Horikoshi stated that this was typical language in the public sector and that it provided flexibility for the organizations. Senior Management Analyst Kovacs stated that the intent of the language is for the job specification to be fluid and to allow latitude on the strength of the applicant pool.

Regarding the Utility Information & Billing Systems Supervisor, Member McHugh asked if the job specification needed to have something on the utility homeland security connection. Senior Management Analyst Low stated that this classification will focus on the utility itself with some City crossover of information, but not security outside of the internal operation of AMP. The engineering section of AMP would still be responsible for managing and monitoring that area. Member Batchelor asked if this was a new position or existing position. Senior Management Low stated that this replaces Utility Information Systems Supervisor. He stated that this is a rewrite and upgrade of the old classification and also provided information on the change in the level of responsibilities.

Vice President Horikoshi moved to accept the specifications as written. Member Malloy seconded the motion which carried by a 3-2 vote. President Peeler, Vice President Horikoshi and Member Malloy voted yes; Members Batchelor and McHugh voted no.

5. **REGULAR AGENDA ITEMS**

5-A. Activity Report – Period of June 1, 2011 through August 31, 2011

Vice President Horikoshi inquired about the movement of positions in the City Manager's Office. Executive Secretary Willis explained that the former Deputy City Manager, Lisa Goldman, is now the Assistant City Manager. The new Deputy City Manager, Alex Nguyen, came from the City of Oakland. Senior Management Analyst Kovacs mentioned that both the separations, Deputy Fire Chief and Assistant Engineer, were resignations. Member Batchelor asked whether the Executive Assistants were being re-classed as Office Assistants. Executive Secretary Willis explained that some of the Executive Assistant positions had been reassigned to Office Assistant in an effort to save departmental budget dollars, but this is not necessarily being done across the organization.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There were no members of the public present.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

President Peeler welcomed new Civil Service Board Member Marguerite Malloy.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis also welcomed new Civil Service Board Member Marguerite Malloy.

The next Civil Service Board meeting will be held on January 4, 2012.

9. **ADJOURNMENT**

President Peeler asked for a motion to adjourn the meeting at 5:50 p.m. Member McHugh so moved; Member Batchelor seconded the motion which carried by a 5-0 vote.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board